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TO : Division Chiefs, Geographic Research Area 16 December 1954
FROM : Ch/G/RR
SUBJECT: Revised Loan Policy for Map Library Materials

1. Effective 1 January 1955, the revised loan policy for Map Library materials borrowed by personnel in the Geographic Area will be as follows:

a. All materials will be loaned for three months, subject to a renewal of three months, making a total loan period of six months. They may be re-borrowed at any time, if necessary, but at the end of the stated six months all materials must be returned to the Map Library.

b. Exceptions will be made in the case of certain atlases, which need not be returned to be re-charged.

c. Between now and 1 April, it will be the responsibility of each person with outstanding loans from the Map Library to return those items borrowed before 1 October 1954, and to renew such items borrowed between 1 October and 1 January, if they wish to retain the items longer than three months. Memos should accompany returned items indicating which, if any, of the items are to be re-charged under the new policy.

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D/GL/RR: [REDACTED]

Distributions:

- 1 - Ch/G
- 1 - [REDACTED]
- 4 - D/GL
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